



Notice of Funding Availability,  
Program Guidelines and  
Request for Proposals

*For The*

Community Development Block Grant,  
HOME Investment Partnerships or  
Affordable Housing Fund Programs

Due Date: February 10, 2022 at 5pm

## TABLE OF CONTENTS

I.	Program Overview .....	1
A.	Community Development Block Grant (CDBG).....	1
B.	HOME Investment Partnerships (HOME).....	1
C.	Affordable Housing Fund.....	2
D.	Basic Applicant Requirements.....	2
II.	Funding Priorities.....	3
Priority:	Public Services.....	3
Priority:	Homelessness.....	3
Priority:	Economic Development/Microenterprise Assistance.....	2p
Priority:	Affordable Housing .....	3
Priority:	Non-Housing Public Improvements .....	3
III.	Eligible Activities .....	3
CDGB:	Public Services.....	3
CDGB:	Economic Development/Microenterprise Assistance .....	3
CDGB:	Public Improvement (Capital Improvement) Projects .....	3
HOME:	Housing Development .....	4
IV.	Qualifying Criteria .....	4
V.	Funding Requirements.....	5
A.	Religious Organizations.....	5
B.	Program/Project Schedule.....	5
C.	Environmental Review Process.....	5
D.	Subrecipient Agreement.....	5
E.	Demographic Data on Project/ Program Beneficiaries .....	5
F.	Funding on Reimbursement Basis .....	6
G.	Financial Audits .....	6
H.	Background of Nonprofit Organizations.....	6
I.	Designated Person to Execute Documents .....	6
VI.	Evaluation Criteria .....	7
VII.	Application Submission.....	8
A.	Pre-Submission Meeting .....	8
B.	Where to Submit.....	8
C.	Information and Assistance .....	8
VIII.	NOFA Schedule.....	9
IX.	Income Limits.....	10
X.	Sample Certification for No Single Audit Requirement.....	11

## I. Program Overview

### Notice of Funding Availability and Request for Proposal (NOFA/RFP):

#### A. Community Development Block Grant (CDBG)

The City of Alameda (City) invites applications for CDBG Non-Housing Community Development activities for FY 2022-23 (July 1, 2022 to June 30, 2023). These guidelines focus on public service programs, economic development programs, and capital improvement programs, which are further described on page 3. Section VIII provides the NOFA schedule for public participation and the NOFA/RFP funding approval process.

Until Congress adopts a final budget and the U.S. Department of Housing & Urban Development (HUD) announces CDBG funding allocations, the total amount of funds to be available will not be known. The approximate amounts available will be adjusted once the final allocations from HUD are determined and any program income from the previous year is ascertained and reprogrammed.

<b>Non-Housing Community Development Funding Category</b>	<b>Approximate Amount Available Annually*</b>
Public Service Programs	\$200,000
Economic Development / Micro-Enterprise	\$100,000
Capital Improvement Projects	\$ TBD (applications accepted year round on an ongoing basis)

\* The funding shown above are estimates only and are subject to change. The actual amount of funding available will not be known until Congress adopts a final budget and HUD announces funding allocations for FY 2022-23.

#### B. HOME Investment Partnerships Program (HOME)

The City is one of eight jurisdictional members of the Alameda County HOME Consortium (HOME Consortium) which makes it possible for participating jurisdictions to receive HOME funding from HUD. The HOME Program will fund the affordable housing development activities.

<b>Affordable Housing Development Funding Category</b>	<b>Approximate Amount Available*</b>
Housing Development	\$500,000

\* The funding shown above are estimates only and are subject to change. The actual amount of funding available will not be known until Congress adopts a final budget and HUD announces funding allocations for FY 2022-23.

#### C. Affordable Housing Fund

The City On December 19, 1989, the City Council adopted an Affordable Housing Ordinance (Ordinance), which authorized imposing affordable housing in-lieu fees that would apply to non-residential construction. Those in lieu payments are deposited in the Affordable Housing Fund. The affordable housing funds must be disbursed in accordance with Section 27-1 of the

Alameda Municipal Code. City Monies in the AHUF fund may only be used in accordance with, and in support of, activities to implement the City's adopted Housing Element. These uses include, but are not limited to, predevelopment or development loans used to develop affordable housing, grants to develop affordable housing, participation leases, or other public/private partnerships and administrative costs to administer related programs.

<b>Affordable Housing Development Funding Category</b>	<b>Approximate Amount Available*</b>
Housing Development	\$750,000

All applicants for HOME funds will be considered for the Affordable Housing Fund or for other City funds as well. There is not a separate application for the Affordable Housing Fund.

**D. Basic Applicant Requirements:**

- Applicant must be an eligible public agency or qualified 501(c)(3) or (c)(4) non-profit organization.
- All applicants must submit a certified financial audit of their organization including any management letters for the most recent audit year.
- Non-profit organizations must submit evidence of current nonprofit status and an up-to-date roster of its Board of Directors.
- Housing Development activities will require development experience.

## **II. Funding Priorities**

The FY 2020-25 Priority Needs for the City's CDBG/HOME Program are determined through a series of public community meetings and were adopted in accordance with regulations established by the HUD. The Priority Needs guide CDBG/HOME funding priorities when evaluating proposals to this NOFA.

**Priority: Public Services**

- Support programs for low income residents, preserving safety net services for families and individuals who are vulnerable or "in crisis."
- Improve access to food and reduce food insecurity.
- Support services that provide mental health care or support services for those residents experiencing mental health challenges.

**Priority: Homelessness**

- Fund and support overnight shelter, crisis housing and public services for homeless families and individuals
- Fund supportive services, including case management and outreach, at agencies that serve homeless families and individuals.

**Priority: Economic Development/Microenterprise Assistance**

- Fund economic development initiatives and support services that help job seekers to receive additional training or enter the job market, including microenterprise assistance
- Rehabilitate historic, commercial, and industrial structures. Work under this goal shall reduce code deficiencies or create new job opportunities.

Priority: Affordable Housing

- Create new affordable housing units using vacant or underutilized space in existing structures.
- Offer financing for residential rehabilitation projects.
- Provide financing/grant for small residential renovation projects that improve the housing safety of a residence.
- Provide financing/grant for small residential renovation projects that improve the housing safety of a residence.
- Support the development of infrastructure for homeless individuals who utilize RV's or other vehicles as shelter.

Priority: Non-Housing Public Improvements

- Demolition, clean-up or securing of unsafe structures and sites that pose a health or safety threat to prepare the site.
- Make improvements, including those for ADA accessibility, to public facilities, such as curbs and sidewalks, neighborhood parks and recreational improvements, tree planting, homeless facilities, transportation, and other public facilities/community centers.

### **III. Eligible Activities**

Programs and projects considered for funding must meet all of the following requirements:

- Be an eligible activity under CDBG/ HOME funding regulations;
- Qualify for funding on the basis of benefiting low- and moderate-income persons; and
- Meet one of the City's Priority Needs described above in Section II.

Listed below are specific eligible activities which may be carried out with CDBG/ HOME funds. While this list is not complete, it provides a spectrum of the more typical activities that receive funding:

Community Development Block Grants:

- Public Services
- Economic Development/Micro-Enterprise Assistance
  - A qualified Community Based Development Organization (CBDO) may carry out activities such as neighborhood revitalization, community economic development, or energy conservation
  - Business Assistance loans
  - Support and development of micro-enterprise resulting in the retention or creation of permanent jobs.
- Public Improvement (Capital Improvement) Projects
  - Accessibility Improvements
  - Health and Safety Improvements
  - Demolition/Site Clearance
  - Off-site improvements/public infrastructure

## HOME Investment Partnerships Program

- New Construction
- Housing Rehabilitation
- Acquisition
- Site Improvements
- Demolition

## **IV. Qualifying Criteria**

In order to qualify for CDBG/ HOME funding, all eligible activities must principally benefit low- and moderate-income persons. An activity will be considered to principally benefit low- and moderate-income persons if it meets one or more of the following:

- **100% Low-Income Benefit** which is 80% of AMI and below (Public Services): The activity has an income eligibility requirement that limits the benefits exclusively to very low- and low-income persons. Public service programs requesting CDBG funds to support operating costs must demonstrate 100% benefit to very low- and low-income households. (Refer to Section IX for income limits)
- **Presumed Benefit Population:** The activity would benefit one or more of the following groups, presumed to be low- or very low-income under CDBG/HOME regulations: abused children, battered spouses, the elderly, adult persons with disabilities, the homeless, illiterate persons, and/or migrant farm workers. Removal of architectural barriers would fall under this category of Presumed Benefit. Please refer to [www.hud.gov](http://www.hud.gov) for additional clarification.
- **Job Creation/Retention for Low-Income Population:** The activity is designed to create or retain permanent jobs, a majority of which employ or shall employ very low- and low-income persons.

HOME Housing Development activities must additionally meet the following requirements to qualify for funds:

- **Funds cannot be used to cover administrative costs**
- All recipients of funds must be in compliance with HOME Rules – 24 CFR Part 92
- Applicants who have previously received HOME or other federal funds must be able to demonstrate successful performance, including timely expenditure and regulatory compliance
- HOME-Required Match of no less than 25 cents for each dollar of HOME funds and HOME Affordability Covenant
- Construction/Permanent Financing **MUST** be committed and/or already closed
- HOME projects must be completed within four years of execution of a HOME contract
- HOME-assisted rental units must be occupied by income-eligible households within 18 months of project completion
- Federal Labor Requirements
- Hazardous Materials/Lead Mitigation Requirements
- Federal Accessibility Requirements

## **V. Funding Requirements**

### **A. Religious Organizations**

Funds provided under this NOFA cannot be used for religious activities. However, HUD will allow faith-based organizations to access funds for programs meeting City funding priorities described above without having to form secular affiliates.

### **B. Program/Project Schedule**

When preparing the program schedule, it is important to factor in sufficient time allowances for various administrative procedures. These include City staff preparation of the HUD-required Environmental Review under the National Environmental Policy Act (NEPA), consultation under the National Historic Preservation Act (NHPA) and negotiation and execution of the funding agreement between your agency/organization and the City.

### **C. Environmental Review Process**

Federal regulations require local jurisdictions to prepare a NEPA Environmental Review (ER) for every activity funded with federal funds. For complex projects, including most capital improvement projects, this review may take approximately 6-16 weeks. If environmentally significant conditions are found and/or mitigation measures are required, the time to complete the environmental review process will be extended.

For capital improvement projects involving any physical activity, this process can be time consuming and expensive. The cost of preparation of the NEPA ER will be charged to your project and netted out of the amount allocated to your project. This will include public notices and additional studies needed to document ER compliance. The City will incur these costs, with the actual total cost of the ER reimbursed to the City Housing Division from your allocation. Please include a project budget line item for ER.

### **D. Subrecipient Agreement**

Required agreement between subrecipient and the City: If you have been awarded CDBG/ HOME funds for your activity, you must not commit or obligate these funds in any way before an agreement between your agency/organization and the City has been executed. If you commit or obligate the funds before the agreement is executed, the City will not be able to reimburse you for the program costs. When planning your project schedule, please allow four weeks to three months for preparation and execution of the agreement. The City funding agreement with the service providers will be performance-based.

### **E. Demographic Data on Project/ Program Beneficiaries**

If your project is funded, you will be required to provide City staff with a certain amount of demographic data depending on your particular type of project. The HUD-required data may include: client household income, client racial/ethnic background, and head of household information. The City will provide you with required reporting forms. File documentation is required as back-up to quarterly reports. The City also requires that the service provider verify the income of clients served, and that such information be reported on a quarterly basis.

In addition, if your project qualifies for funding under CDBG criteria limiting benefit to low-income individuals, you will be required to verify your clients' incomes by obtaining employment verification, and/or benefits income verification, and/or tax returns, or client self-certification.

F. Funding on Reimbursement Basis

The City has a strict policy of not providing funding advances before program costs are incurred and paid. Reimbursement is made only upon complete documentation of performance of program goals or completion and payment of incurred costs for capital improvement projects. Public Service sub-recipients should submit no more than one-fourth of the total amount funded on a quarterly basis.

G. Financial Audits

Program applicants are required to submit a copy of the most recent certified financial audit prepared by an independent CPA firm, including any management letters. Annual submission of financial audit reports will also be required during the term of the financing or funding agreement. If your agency has expended \$750,000 or more of federal funds from any source in any one year, the audit should include a "single audit" and be in compliance with Uniform Guidance 2 CFR Part 200, depending on if your entity is a nonprofit organization or public agency. If project applicants have not expended \$750,000 or more of federal funds from any source in any one year, they must attach a certification attesting to this fact.

H. Background of Nonprofit Organizations

All nonprofit organizations applying for funds must meet the following requirements:

1. Governing Body - Governing body of the organization should be vested in a responsible and active voluntary board which meets at least quarterly and establishes and enforces policy. The governing body should be large enough and so structured to be representative of the community it serves.
2. Personnel - The organization must provide for adequate administration of the program to ensure delivery of services. At a minimum, one person should be designated the full time director of the organization.
3. Staffing of Public Service Programs - Agencies requesting funds for public service programs are encouraged to have staffing at all levels of responsibility that reflect the racial/ethnic composition of population served. It is highly desirable that the agency staff also possess the appropriate bi-cultural and bi-lingual capabilities.

I. Designated Person to Execute Documents

Once a nonprofit agency has been approved for funding, the City must know who has been authorized by the nonprofit's governing body to execute all necessary documents related to the funding.



## VI. Evaluation Criteria

Public Services and Economic Development: Staff will evaluate applications. A selection committee comprised of Social Service Human Relations Board (SSHRB) members will review all submissions. All responses will be evaluated on the basis of information requested. Staff will compile SSHRB's scores and present to City Council. The final decision will be made by City Council.

### A. Threshold Criteria

The project application must be received on time, be complete, and meet the requirement that the project be both eligible and qualify under CDBG/HOME regulations.

### B. Evaluation Criteria

Once a program/project is determined to meet the threshold criteria, the proposed program/project is then evaluated against the additional criteria by the Social Service Human Relations Board:

1. Project Description (up to 70 points): Proposal addresses the priority as stated by the Social Services and Human Relations Board and has adequately documented how need was determined. Proposal has clearly defined, measurable client outcomes. Scope of work is clearly defined and appropriate to achieving the stated outcomes. Cost per client is appropriate to project scope and activities. Program has appropriate income verification in place. Proposal identifies other agencies providing similar service and/or delineates the uniqueness of the program.
2. Budget and Funding (up to 15 points): Proposal identifies reasonable leveraged funding and funding commitments. Proposal budget is clear and reasonable. Proposal provides explanation and justification of all related program costs.
3. Capacity (15 points): Proposal identifies staff expertise to carry out activity. Proposal reflects the cultural competency of program staff to address the needs of the target population. Organization has the capacity to meet the City's administrative requirements and proposed outcomes; and if applicable, has satisfactorily met them in the past.

**Economic Development, Capital Improvements, and HOME Housing Development:** City staff will evaluate applications. A selection committee comprised of City staff will review all submissions and make a recommendation to City Council. All responses will be evaluated on the basis of information requested. The final decision will be made by City Council. Preference will be given to projects and programs that benefit homeless households.

Applications will be reviewed by staff against priorities and criteria described in more detail in the specific category application of the NOFA Guidelines. All funding recommendations for the various categories will be presented to the City Council for final approval.

A public hearing is tentatively scheduled for May 3, 2022 before the City Council for the final funding approval.

July 1, 2022 is the earliest that FY 2022-23 funding can be accessed provided a funding agreement has been executed between your agency/organization and the City after all HUD requirements have been met.

## **VII. Application Submission**

- A. Public Service and Economic Development applications must be submitted electronically at:

[www.citydataservices.net](http://www.citydataservices.net)

Please contact Lisa Fitts at 510-747-6884 or by email at [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov) to obtain a login ID and password for submitting an application at citydataservices.net.

- B. Capital Improvement and HOME Housing Development applicants must contact Lisa Fitts at 510-747-6884 or by email at [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov) to set up a meeting to discuss the details of the project scope and budget.
- C. Please submit your proposal electronically to [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov) no later than 5:00 p.m. PST on Monday, February 10, 2022.

The proposal should be submitted as a single .pdf file, with the subject line: *(Name of Organization) Response to RFP: CDBG Capital Improvement or HOME Housing Development*, whichever is applicable.

- D. Information and Assistance: Staff is available to answer questions regarding the NOFA and submittal of the RFP. You may contact the following staff:

Lisa Fitts  
Community Development Program Manager  
(510) 747-6884  
[lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov)

**Application Deadline**  
**February 10, 2022 at 5:00 p.m.**

## VIII. NOFA Schedule for the FY 2022-23 Action Plan

December 9, 2021 6:00 p.m. <b>(COMPLETED)</b>	<b>SOCIAL SERVICE HUMAN RELATIONS BOARD PUBLIC MEETING</b> Community stakeholders and citizens participate to identify priority needs for the Action Plan Needs Statement FY 2022-23 Meeting information is available at <a href="http://alamedaca.gov">alamedaca.gov</a>
January 4, 2022 7:00 p.m. <b>(COMPLETED)</b>	<b>CITY COUNCIL NEEDS PUBLIC HEARING</b> Community Needs Priorities for the Action Plan FY 2022-23 2263 Santa Clara Ave., 3rd Floor, Alameda, CA
January 13, 2022	<b>CDBG &amp; HOME FY 2022-23 NOFA/RFP RELEASED</b>
February 10, 2022	<b>CDBG FY 2022-23 NOFA/RFP RESPONSES DUE</b>
March 24, 2022 7:00 p.m.	<b>MEETING OF THE SOCIAL SERVICE HUMAN RELATIONS BOARD</b> Propose social service agencies' funding levels for FY 2022-23 CDBG Action Plan.
April 1, 2022	<b>NOTICE OF PUBLIC HEARING</b> Public hearing notice published in Alameda Journal (newspaper of record). Copies of draft Action Plan published on the City web site. (Hard copies may be provided to City Clerk's Office and the Main Library, if open to the public.)
April 1, 2022	<b>FUNDING RECOMMENDATIONS PUBLISHED</b> Funding recommendations will be published on the City of Alameda website: <a href="http://www.alamedaca.gov">www.alamedaca.gov</a> .
May 3, 2022 7:00 p.m.	<b>WRITTEN COMMENTS DUE</b> Written comments on the published funding recommendations are invited and encouraged.  By email: <a href="mailto:clerk@alamedaca.gov">clerk@alamedaca.gov</a>  By mail: City of Alameda Community Development Department Attn: Lisa Fitts 950 West Mall Square, 2 <sup>nd</sup> Floor Alameda, CA 94501
May 3, 2022 7:00 p.m.	<b>CITY COUNCIL PUBLIC HEARING</b> Adopt the funding recommendations for the FY 2022-23 CDBG Action Plan.
July 1, 2022	<b>START OF PROGRAM YEAR</b>

## IX. Income Limits

All references to low-income in this document shall be based on the definition of 80 percent or lower of median income. HUD updates this income chart each year. The City will provide all sub-recipients with the most current data when it becomes available.

**2021 INCOME LIMITS**

<b>Persons in Household</b>	<b>Extremely Low (30%) Income Limits</b>	<b>Very Low Income (50%) Income Limits</b>	<b>Low Income (80%) Income Limits</b>
<b>1</b>	\$ 28,800	\$ 47,950	\$ 76,750
<b>2</b>	\$ 32,900	\$ 54,800	\$ 87,700
<b>3</b>	\$ 37,000	\$ 61,150	\$ 98,650
<b>4</b>	\$ 41,100	\$ 68,500	\$ 109,600
<b>5</b>	\$ 44,400	\$ 74,000	\$ 118,400
<b>6</b>	\$ 47,700	\$ 79,500	\$ 127,150
<b>7</b>	\$ 51,000	\$ 84,950	\$ 135,950
<b>8</b>	\$ 54,300	\$ 90,450	\$ 144,700

Source: U.S. Department of Housing and Urban Development, (HUD) Data for Alameda County at <https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

Effective: April 1, 2021

## **X. Sample Certification for No Single Audit Requirement**

**(Please insert sample language onto your agency letterhead stationary)**

City of Alameda  
Community Development Department  
Attn: Lisa Fitts  
950 W. Mall Square  
Alameda, CA 94501

Dear Ms. Fitts:

This is to certify that as \_\_\_\_\_ (Designated Signer Title) for our agency. \_\_\_\_\_ (name of agency), we did not expend more than \$750,000 of federal funds from all federal sources during the fiscal year ending. As such, our independent financial audit submitted with this application was not required to comply with the single audit requirements set forth in 2 CFR Part 200.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **PROVISIONS FOR PERSONS WITH DISABILITIES**

If any person with an interest in participating in the aforementioned federal program is a person with a disability as defined by Section 504 of the Rehabilitation Act of 1974 and requires an accommodation to participate or take interest, a request for accommodation may be made to Lisa Fitts at (510) 747-6884, (510) 522-7538 (TTY) or by email at [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov). Such request shall include a description of the accommodation sought, along with a statement of the impairment that necessitates the accommodation. Any request for accommodation shall be reviewed and a response provided within five business days of receipt of such request. Notice of any accommodation granted will be promptly provided to the requester.

## **PROVISIONS FOR NON-ENGLISH SPEAKING RESIDENTS**

The City of Alameda has a network of employees speaking some 45 languages who can act as interpreters for residents seeking information regarding the aforementioned federal programs. If notified two business days in advance, the City will arrange to have an interpreter available. Please contact Lisa Fitts at (510) 747-6884 (Voice), 711 (TTY/TRS), or email [lfitts@alamedaca.gov](mailto:lfitts@alamedaca.gov).

## **NON-DISCRIMINATION POLICY**

The City of Alameda does not discriminate against any persons on the grounds of race, color, religion, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, marital status, familial status, source of income, genetic information, medical condition, physical disability or mental disability, or any other category protected by law.

